GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

School Education Department - MDM – Engaging of Sanitary workers in the Government Schools / Government Junior Colleges duly meeting the Honorarium from the Ammavodi funds donated by the Unique mothers- Guidelines - Orders – Issued.

SCHOOL EDUCATION (PROG.I) DEPARTMENT

G.O.Ms.No.22 **Dt:12/3/2021**

Read:

From the Director, MDM & School Sanitation, AP., Lr.No.ESE02-27023/1/2020-MDM-CSE, dt:04.02.2021.

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ORDER:

In the reference read above, the Director, MDM & School Sanitation, AP., has submitted that, the Government of Andhra Pradesh, has setup the Toilet Maintenance Fund (TMF) for maintaining cleanliness of the Toilets, Urinals, dress change room, wash basins and other associated items of the toilet complexes in all the Government Schools and all the Government Junior Colleges in Rural and Urban areas. The creation of TMF is a revolutionary concept and first of its kind in India and probably the largest fund created exclusively for maintenance of toilets in Government Schools/ Junior Colleges. The vision of creating the TMF is as follows:-

> "The professional and scientific maintenance of the toilets and school/college premises in all Government and Government aided schools/colleges through optimal utilization of financial and human resources and through School/College Committees participation in order to provide the best hygienic conditions to the students to promote their health & self-esteem and thereby contribute to the improved learning outcomes".

2. The Director, MDM & School Sanitation, has therefore, submitted the proposal together with guidelines for engaging Sanitary workers in the Government Schools / Government Junior Colleges towards maintenance of toilets in the Schools and Junior Colleges duly meeting the Honorarium from the Ammavodi funds donated by the Unique mothers, with a request to issue necessary orders for effective implementation of the toilets under Toilet Maintenance Fund in the State.

3. Government, after careful examination, hereby accept the above proposal of the Director, MDM for engaging Sanitary workers in the Government Schools / Government Junior Colleges towards maintenance of toilets in the Schools and Junior Colleges duly meeting the Honorarium from the Ammavodi funds donated by the Unique mothers. The Guidelines in this regard are annexed appended to this G.O.

4. The Director, MDM & School Sanitation, AP., shall take further necessary action accordingly, in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B. RAJSEKHAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director, MDM&SS, Sri Anjaneya Towers, Road No. 4-104, B Block, Ibrahimpatnam, Vijayawada.
Copy to:
The Director, School Education, A.P., Sri Anjaneya Towers, Road No. 4-104, B Block,4th Floor, Ibrahimpatnam, Vijayawada.
The Commissioner, Intermediate Education
The Commissioner of Industries Department, 1st floor, Government Regional Printing press building, Mutyalampadu Street, Vijayawada.
The Managing Director, APEWIDC
The State Project Director, Samagra Siksha, Patamata, Vijayawada.
The Advisor (Infra) to Government, School Education Department
The District Collector (Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Prakasam, Nellore, Chittoor, Kurnool, Kadapa, Ananthapur)
The Secretaries of three residential school societies
The Program Director, Nadu-Nedu
The ENC, RWS Office, Gollapudi, Vijayawada.
The Managing Director, Swach Andhra Corporation
The Regional Head-Sulabh International
The P.S. to C.S.
The P.S. to Secretary to C.M.
The Addl. P.S. to M(Education)
The P.S. to Prl. Secretary to Govt. (SE)

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE

(To G.O.Ms.No.22, SE (Prog.I) Department, Dated:12/3/2021)

Guidelines for Engaging of Sanitary workers in the Government Schools / Government Junior Colleges

1. The Parents, through the parents committee/ College Development Committee, will play a major and active role in maintaining toilets in Government schools and all Government Junior Colleges under TMF. The other stake holders include the Headmasters/ Principals, the designated teachers / Lecturers, Educational Assistants in the Gram & ward Sachivalayam, Students, officials of the Education department and other relevant officials.

2. In all Government Schools and all Government Junior colleges, toilet care taker here after called as Ayah shall be positioned for the purpose of cleaning and up-keeping the toilets clean and to set standards.

3. The parents Committees/ College Development Committees (CDC) will engage Aaya for toilet cleaning based on the students strength, as follows:

i.	Upto 300 students	1 Aaya
ii.	301 to 600 students	2 Aayas
iii.	601 to 900 students	3 Aayas
iv.	More than 900	4 Aayas
v	No Aaya shall be positioned if there are no toilets in the school. Once toilets are constructed, Aaya shall be positioned	

4. Eligibility criteria for the engagement of Aayas;

i.	The Aayas shall be woman and the resident of local habitation in rural areas and the resident within ward in case of urban areas (Municipal corporations and Municipalities). In case of boy's toilets in Jr. Colleges, male sanitary worker may be engaged by CDC.
ii.	Preference shall be given to SC/ST/BC/Minorities
iii.	She shall be preferably one of the mothers of the students studying in the School
iv.	She shall be in the age group of 21-50 years
v.	Existing /working Aayas shall continue with the approval of Parents committee/CDC, if the existing Aaya is less than 60 years age. (However, they also enter into MoU with Parents committee / College Development Committee)

5. Further, It is to be noted that, the Aayas shall be engaged for rendering their service by the parents committee/ CDC only and they are not engaged by either the Government or the Schools. The Aayas are engaged by the parents committee/ College Development Committee for maintaining the toilets for the welfare of the students of the parents in the respective schools/ Jr Colleges. The parents committee/ College Development Committee may give the honorarium of Rs.6000/- in both rural and urban areas. The Honorarium may be paid full for 10 months and may be paid half for two months during vacation. The Aayas shall clean the toilets once in a day during the vacation also.

6. The Parents committee/ CDC will engage the Aayas for a period of 12 months initially and the parents committee/ CDC may extend the services of the Aaya on mutual consent and on the basis of performance of the Aaya. The parents committee may enter an MoU with Aaya.

7. Parents Committee / CDC can terminate the Aaya based on the reasons like non-performance, conduct Issues etc. with one-month advance notice. The resolution with reasons should be recorded in the Parents Committees / CDC minutes book. Parents committee/ CDC shall constitute the Toilet maintenance committee to select Aayas as per the Eligibility criteria prescribed above in a transparent manner and to monitor the toilet maintenance with the following members. The Committee shall meet once in a fortnight and review the toilets maintenance.

i.	Head Master / Principal	Convener
ii.	Three PC members (Chair-person, two active members)	members
iii.	Engg. Asst from Grama/Ward Sachivalayam	members
iv.	Educational Asst from Grama/Ward Sachivalayam	members
v.	One designated Teacher/ Lecturer	member
vi.	One female teacher	member
vii.	One senior Girl student	member
viii.	One senior boy student	member

8. The cleaning Tools and cleaning material will be supplied by the Department from the TMF:

These materials will be procured by the office of Director, Mid-Day Meal & School Sanitation, through e-procurement by calling tenders to maintain uniform quality and to invite reputed national level companies. The materials will be delivered at the Mandal points and

the MEOs/ RIOS shall facilitate the delivery of the material to the school points. The state level tender committee for procurement of material shall comprise the following members:

i	Principal Secretary, School Education	Chairperson
ii	Director, Mid-Day Meal & SS- Member	convener
iii	Advisor (Infra to the Government, School Education)	Member
iv	Director, School Education	Member
v	Commissioner, Intermediate Education	Member
vi	Director/Commissioner - Industries or his representative	Member
vii	State Project Director, Samagra Siksha	Member
viii	Managing Director, APEWIDC	Member
ix	ENC RWS & S	Member
x	Managing Director Swach Andhra corporation	Member
xi	Regional Head - Sulabh International	Special Invitee

As the procedure of procurement may take time, the Parents Committee/CDC will procure one cleaning mop and bathroom cleaner cum sanitizer concentrate locally for toilet maintenance for the month of March.

9. Capacity Building:

i.	Training manual will be prepared by the International Academy for Environmental Sanitation and Public Health, New Delhi in consultation with School Education Department.
ii.	The training manuals will be supplied to the field levels in Telugu.
iii.	Standard Operating Procedure shall be prepared by Director, MDM & SS and distributed.
iv.	INGOs/NGOs may be engaged for the training purpose, awareness creations, publicity and outreach.
v.	Administrative Staff College of India (ASCI) has already entered an MOU with the Director MDM & SS on School Sanitation. It will be implemented effectively.
vi.	Director, MDM shall identify the master trainers and mandal trainers to impart training to all the stake holders in consultation with International Academy for

	Environmental Sanitation and public health, New Delhi.

10. Partnership with International Academy for Environmental Sanitation and Public Health:

Director MDM & SS shall enter into an MoU with International Academy for Environmental Sanitation and Public Health, New Delhi for 1) training to stakeholders including school toilet maintenance committees & School Educational Officers in mandal levels.

11. Monitoring the program:

a. State level monitoring committee comprising of the following members will monitor effective usage of TMF at the state level;

I	Principal Secretary, School Education	Chairperson
II	Director MDM & SS	Member Convener
III	Director, School Education-	Member
IV	SPD – Samagra Siksha	Member
V	Advisor (Infra) to Govt. School Education	Member
VI	Special Commissioner, Intermediate Education	Member
VII	Secretaries of three residential school societies	Member
VIII	Program Director, Nadu Nedu	Member
IX	Additional Director, MDM	Member

The Committee may invite special invitees from the NGOs experts, academicians, etc, to the committee meeting. The committee shall meet once in every two-months.

b. The District Level Monitoring Committee with the following members will monitor the programme at the district level.

i	District collector	Chairperson
ii	Joint Collector (Development)	Vice chair person
iii	District Educational Officer–	Member Convener
iv	APC – Samagra Sikha	Member
v	PO ITDA/DTWO- Member	Member
vi	DVO/RIO of Junior Colleges	Member
vii	District coordinators of all residential schools	Member
viii	Assistant Director (MDM/School Sanitation)	

The district Level Monitoring Committee shall meet every month to review the progress.

c. With regard to School/ Junior College level monitoring, Designated teachers/ designated lecturers or Head Masters/ Principals shall upload photos of the toilets every day between 10 am to 11 am through the IMMS Mobile App.

d. Educational Assistants shall inspect the toilet complex and fill the data in mobile app thrice in a week. Dy.E.O and MEOs shall undertake random inspections and upload through the App and generate tickets for rectification of the defects by HM/ Principal. Likewise, Counterparts in Intermediate Education will take up inspections.

e. The photos uploaded using IMMS app will be processed using Artificial intelligence Technology to identify and categorize the toilets cleanliness status as 'good or bad'. The status of toilet cleanliness shall reflect on the mobile app as well as on the dashboard of the web portal.

f. The Dash board developed for monitoring the status shall be utilized effectively officials at various levels.

g. Mandal level trainings shall be conducted for all the stake holders and for the Aayas on various aspects associated with the programme within a fortnight.

12. Budget and fund flow:

a	The State Development corporation/ Finance Department shall release the amount to the District Toilet Maintenance Fund (DTMF) of 13 districts.
b	District Collectors shall open SB (Flexy fund) account, preferably in state owned banks as DTMF to be operated by the Joint Collector (Development) and District Educational Officer jointly.
c	Each District shall receive TMF in proportionate to the number of mothers contributed from that district.
d	The DTMF shall be used for three purposes – i. Honorarium to the Aayas, ii. Cleaning Material and cleaning tools iii. Maintenance repairs not more than 10% of the fund in a year.
e	One (1) % of the total toilet maintenance fund shall be released to the Director, MDM & SS for monitoring of the programme through Project Monitoring Unit (PMU), software development and for administrative expenses related to toilets maintenance.
f	District collector shall release the honorarium of the Aayas required in two installments in a year to school level accounts called as School Toilet Maintenance Fund (STMF)
g	District collector shall put the fund in flexy Account and earn the interest which can be utilized for the same purpose.

h	The Parents committee/ CDCs shall open separate account for School Toilet Maintenance Fund (STMF), preferably in state owned banks. The Account shall be jointly operated by HM/ Principal, PC/ CDC chairperson and Sachivalayam Education Asst.
i	The District collectors may use one (1) % of DTMF for trainings of local stakeholders, ICT materials, printing of SOP, remuneration for the Programme Co-ordinator (TMF) & Data Entry Operator in the District PMU and documentation.

13. PMU - The Director MDM & SS shall have a PMU for the effective monitoring of the programes implemented under the Toilet Maintenance Fund at State level as follows on outsourcing basis.

	One program Coordinator
	One Finance Asst
	One Training Coordinator
	One Procurement Coordinator
	One IT Asst
	One Computer Operator

14. At the District Educational office, one programme co-ordinator TMF and a Data Entry Operator shall be engaged as District PMU to assist the Assistant Director (Sanitation) who compile data from Government Junior Colleges also from DVEO office.

15. Social audits, third party audits and audit of accounts shall be carried out at different levels for analyzing and maintaining accountability, transparency and discharge of responsibilities of various stakeholders; proper usage of funds and to get the feedback-which will be utilized to improve the implementation of the program under TMF.

16. The funds received as voluntary donations by mothers from the previous year Ammavodi scheme are available with the District Educational Officers/DVEOs /Schools. All these funds should be verified in DEO office/DVEO /in schools / Junior Colleges and to be transferred to the DTMF with proper records and registers.

The Parents committees/ CDCs of the schools/ Jr. Colleges where these funds are available, shall make resolution and transfer it to DTMF. District Collectors shall review this with DEO/ DVEOs in District Level Monitoring Committee meeting.

These funds from voluntary donation shall be transferred to DTMF duly making the pending honorarium, if any since reopening of Schools/ Junior Colleges after COVID-19 with proper resolution.

District Level Monitoring Committee can decide payments of honorarium from DTMF to the sanitary workers duly engaged by

Parents committee since reopening of schools/Junior Colleges after COVID-19 but not paid so far due to non-availability of Ammavodi donations or non - transfer of Ammavodi donations funds from DEO office with proper justification from HMs concerned.

The amount of Honorarium per month from school reopening till January, 2021 will be as per earlier orders and the amount of honorarium from February 1 onwards will be as per this Government Order.

17. The amount payable to the suppliers of the cleaning agents and tools will be intimated to concerned District Collectors by Director MDM & SS and payments have to be made accordingly from DTMF.

18. The voluntary donations from the interested individuals/ firms, preferably in the form of kinds of items like hand wash, bathroom accessories, water pumps, solar pumps, electrical items, water tanks, publicity materials, construction activities, painting, construction materials etc., for this noble cause have to be encouraged by Parents Committees/CDCs/ Lecturers/ Teachers/ HMs/Principals at field level and other stake holders to involve community participation and encourage the feeling of ownership. However, Proper records and acknowledgements have to be maintained.

19. District Collectors and Joint Collectors (Development) are requested to take forward this initiative in the Mission Mode through frequent field inspections, trainings for stakeholders, encouraging discussions in various fora, awareness creation through usage of social media (Face-book, Instagram, twitter) electronic and print media, publicity materials, visual arts, Audio/ Video materials and outreach in other ways in order to realize the true objectives of TMF.

Initiatives may be taken through the Community mobilisers like celebrities in various fields like sports, arts, entertainment, spiritual leaders, National and Regional NGOs and other civil societies.

The District Collectors may sensitize the public representatives and officials of all the Departments in the District for creating awareness about this initiative.

B. RAJSEKHAR
PRINCIPAL SECRETARY TO GOVERNMENT